

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH**  
**San Antonio Family Center**  
**“Somos Familia”**

**VACANCY ANNOUNCEMENT**

**Intermediate Typist Clerk (Spanish Speaking)**

We are looking for an experienced Intermediate Typist Clerk to join our team. San Antonio Family Center is seeking a highly-motivated, organized and competent individual to fill a full-time position as an Intermediate Typist Clerk.

San Antonio Family Center, located in Huntington Park (SPA 7), is a small clinic that provides therapeutic services to children/adolescents and CalWORKs participants. Services are offered for children/adolescents 0 – 18 years of age. Services available include: (1) psychiatric medication evaluations (2) individual/family counseling and (3) therapy groups for parents and for children.

**Essential Job Functions:**

- Reception Coverage
- Schedule/cancel appointments in IBHIS
- Running reports from IBHIS
- Data entry into IS and IBHIS
- Xeroxing, scanning and faxing
- Chart room organization, purging and archiving charts
- Essential office duties

**Desirable qualities include:**

- Spanish speaking
- Highly organized and detail oriented
- Ability to work collaboratively with various team members and Disciplines
- Proficient at using various computer programs including IBHIS, Microsoft Word, Excel, Outlook, and the Integrated System (IS)
- Excellent Customer Service Skills
- Multitasking Skills
- Flexible

For more information, please contact:

Silvia Rowe or Santty Rosales

323-584-3700

[Srowe@dmh.lacounty.gov](mailto:Srowe@dmh.lacounty.gov)

[Srosales@dmh.lacounty.gov](mailto:Srosales@dmh.lacounty.gov)

If you are interested and currently hold the ITC item, please fax to (323) 277-4674 or email your resume, last 2 performance evaluations, and last 2 Master Timecard Reports (attention: Santty).